

# HAZARD CONTROL PLAN

**Title:** Hazard Control Plan for BUS-6 Property Management Group Core

**ID Number:** N/A

**Initial risk Estimate:** Low to Minimal

**Review of Controls:**

Allen D. Wallace, Group Leader

Preparer Name, Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Group/Phone

\_\_\_\_\_  
Date

**Work Permits Required:** ☐ Yes ☐ No

**Review Schedule:** Annually

## AUTHORIZATION OF WORK:

I authorize the proposed work based on low to minimal initial risk, minimal residual risk.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Hazard Control Plan for BUS-6

|                          |   |
|--------------------------|---|
| <b>Purpose</b>           | This plan defines environment, safety, and health (ES&H) policies and responsibilities in BUS-6, identifies hazards associated with group activities, defines measures to control or eliminate these hazards.   |
| <b>Scope</b>             | This plan applies to BUS-6 Property Management Group Core.  |
| <b>Laboratory policy</b> | <p>Integrated Safety Management (ISM) is the official Laboratory policy the entire Laboratory workforce must follow. ISM requires that all work and all workers must meet the safety requirements defined by the Laboratory Requirements System as documented in appropriate Laboratory Performance Requirements, Laboratory Implementing Requirements, and any supplemental requirements defined for a specific facility or activity.</p> <p><b>Five-Step process.</b> BUS-6 employees must use the five-step ISM process to ensure that work is performed safely and the margin of safety improves over time:</p> <ul style="list-style-type: none"><li>• Define the scope of work</li><li>• Analyze the hazards</li><li>• Develop and implement the controls</li><li>• Perform the work</li><li>• Ensure performance</li></ul> <p><b>Responsibilities.</b> The following table summarizes the responsibilities of the BUS-6 employees.</p> |

| Employees                 | Responsibilities   |
|---------------------------|--|
| Group Leader              | <ul style="list-style-type: none"><li>• Be responsible for the overall safety of personnel and facilities;</li><li>• Delegate ES&amp;H responsibilities to clients in Field Operations;</li><li>• Evaluate, monitor, and participate in safety programs that are developed and implemented by BUS-DO.</li><li>• Ensure compliance with federal, state, facility-specific, and Laboratory requirements;</li><li>• Do work-focused walk-arounds at least monthly;</li><li>• Participate in semiannual workplace inspections;</li><li>• Determine acceptable levels of risk for office and field activities; and</li><li>• Hold periodic safety meetings.</li></ul> |
| Group ES&H Representative | <ul style="list-style-type: none"><li>• Develop and maintain this plan;</li><li>• Review and disseminate safety information to group members;</li><li>• Provide ES&amp;H assistance to the Group Leader;</li><li>• Do training as directed by the Group Leader; and</li><li>• Schedule and perform inspections semiannually.</li></ul>   |

| <b>Employees</b> | <b>Responsibilities</b>  |
|------------------|--|
| All employees    | <ul style="list-style-type: none"> <li>• Be responsible and accountable for their own safety;</li> <li>• Observe procedures and requirements;</li> <li>• Participate in required medical and biological monitoring programs;</li> <li>• Comply with ES&amp;H procedures and requirements of the Laboratory, Field customers, and BUS-6;</li> <li>• Seek any necessary treatment, report all work-related injuries, occupational illnesses, and near misses to the Group Leader within 24 hours;</li> <li>• Participate in inspections and walk-arounds, as requested by the Group Leader; and</li> <li>• Report hazards, accidents, and unsafe acts and conditions that could affect the safety of personnel.</li> <li>• Perform a self-readiness check, commensurate with the level of risk, before each day's activities to verify that work conditions have not changed, that controls are in place and functional, and that authorizations are current.</li> <li>• Perform work safely by using the established hazard-control system</li> </ul> |

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**Organization of the ES&H program**

The Group Leader will oversee the BUS-6 ES&H program and will appoint the group an ES&H representative to help develop and implement the program.

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**Hazards and Controls**

The following table summarize potential hazards in BUS-6 and suggest controls to minimize or eliminate them. Additional controls can be discussed at group or team meetings.

| <b>For this hazard...</b>  | <b>You can do this...</b>  |
|--|--|
| Bomb threats   | <ul style="list-style-type: none"> <li>• Lock the building after hours</li> <li>• Report unlabeled bags and other suspicious objects</li> <li>• Be familiar with procedures for handling telephone bomb threats</li> </ul>   |
| Chemicals  | <ul style="list-style-type: none"> <li>• Use the MSDS</li> <li>• Use the chemical as intended</li> <li>• Follow directions on the label</li> <li>• Do not mix chemicals</li> <li>• Wear appropriate personal protective equipment</li> <li>• Recycle used toner cartridges</li> </ul>                            |
| Driving government vehicles, privately owned vehicles and rental vehicles while on official business | <ul style="list-style-type: none"> <li>• Carry your valid driver's license</li> <li>• Wear seat belts when the vehicle is in motion</li> <li>• Follow New Mexico driving regulations and LANL and GSA requirements and any rental agreement requirements</li> </ul>  |
| Electrical equipment, lightning strikes, and energized equipment                                     | <ul style="list-style-type: none"> <li>• Use surge protectors</li> <li>• Use extension cords in good condition</li> <li>• Use extension cords with three-wire grounded plugs</li> <li>• Do not try to repair energized equipment</li> <li>• Place fans below head level or make sure they are secured</li> </ul> |

| <b>For this hazard...</b>                        | <b>You can do this...</b>  |
|--|--|
| Filing cabinets                                  | <ul style="list-style-type: none"> <li>• Distribute the weight evenly in file cabinets</li> <li>• Load the lower drawers first</li> <li>• Use cabinets designed to allow only one open drawer at a time</li> </ul>   |
| Housekeeping                                     | <ul style="list-style-type: none"> <li>• Close drawers after every use</li> <li>• Report loose carpeting or damaged flooring</li> <li>• Pick up things off the floor</li> <li>• Use an appropriate stepladder for overhead reaching – no standing on rolling office chairs</li> </ul>  |
| Lifting, pushing, or pulling                     | <ul style="list-style-type: none"> <li>• Use carts and dollies</li> <li>• Use a helper</li> <li>• Reduce the load even if it will require more trips</li> <li>• Store heavy equipment or frequently used items near waist level to reduce reaching and bending</li> <li>• Keep the load as close to your body as possible</li> <li>• Avoid twisting or jerking movements</li> </ul>  |
| Ergonomic hazards (repetitive motion)            | <ul style="list-style-type: none"> <li>• Eliminate awkward hand and body positions</li> <li>• Take a short break every hour</li> <li>• Use an adjustable ergonomic chair</li> <li>• Properly adjust your workstation</li> <li>• Contact Group office to schedule ES&amp;H team for assistance and evaluations and training</li> <li>• Review annually to measure and evaluate conditions</li> </ul>  |
| Heating (space heaters, hot plates, coffee pots) | <ul style="list-style-type: none"> <li>• Turn off heaters when not in use, or use appliances or equipment with automatic shut-off; use heaters with tip-over switches</li> <li>• Use only UL-listed equipment; use it with guards, if applicable</li> <li>• Do not store flammable or combustible material or pressurized cans close to hot equipment</li> <li>• Do not overload circuits or use extension cords or multiple power strips in-line; notify the facility team if circuit trips repeatedly</li> </ul> |
| Shredders, paper cutters, and other sharp items  | <ul style="list-style-type: none"> <li>• Follow posted instructions and warnings</li> <li>• Put paper cutter blades in the lock position when not in use</li> <li>• Put guards on knife blades when you are not using them</li> <li>• Keep loose items away from the opening of the shredder</li> <li>• Keep your hands and fingers out of the shredder</li> <li>• Protective eye equipment should be worn while changing shredder bag</li> </ul>  |
| Ice and snow                                     | <ul style="list-style-type: none"> <li>• Wear appropriate footwear for the conditions</li> <li>• Keep your hands free</li> <li>• Take short flat steps</li> </ul>  |
| Radiological hazards                             | <ul style="list-style-type: none"> <li>• Ensure your radiological training (LANL and site) is current</li> <li>• Follow the policies for your dosimeter, PPE, &amp; other radiological issues</li> <li>• Notify your BUS-6 supervisor if there has been any real or potential exposure</li> </ul>  |
| Rodents and other pests                          | <ul style="list-style-type: none"> <li>• Keep the area free of bait sources</li> <li>• Store food only in sealed metal, glass, or heavy plastic containers</li> <li>• Call the facility team for trap setting, rodent removal or disinfection</li> </ul>   |

| <b>For this hazard...</b> | <b>You can do this...</b>   |
|---------------------------|---|
| Fire Containment's        | <ul style="list-style-type: none"> <li>• Use designated fire containment's located outside for cigarette butts</li> <li>• Ensure that no flammable combustibles are thrown in fire containment's</li> </ul>   |
| Slips/Trips               | <ul style="list-style-type: none"> <li>• Watch as you walk – eyes on path</li> <li>• Alert others of uneven sidewalks, tripping hazards</li> <li>• Wear proper shoes in winter months</li> <li>• Report all hazards to building manager</li> </ul>  |
| Noise                     | <ul style="list-style-type: none"> <li>• Observe hearing protection posting in equipment rooms</li> <li>• Use ear plugs or ear muffs to dampen irritating noise</li> </ul>  |
| CNG Fueling Station       | <ul style="list-style-type: none"> <li>• Ensure you have been properly trained to operate the fueling station</li> <li>• Follow all directions stated to use station</li> <li>• Report any concerns to GSA personnel</li> </ul>   |
| Stairs/Steps              | <ul style="list-style-type: none"> <li>• Watch your step</li> <li>• Always use handrails when climbing up/down stairs</li> <li>• Don't carry more than you can handle when using stairs</li> <li>• Alert others to use handrails</li> </ul>   |
| Fieldwork assignments     | <p>Know and follow site specific area rules and understand such assignments specific hazards.</p> <ul style="list-style-type: none"> <li>• Ensure you complete and understand BUS-6 field work safety checklist prior to going out into the field</li> <li>• Identify and analyze potential hazards/contaminants</li> <li>• Obtain site specific training</li> <li>• Be aware of personal protection equipment requirements</li> <li>• Perform work safely</li> </ul> |

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### **Stop-work policy**

If personnel deem the area rules inadequate for controlling the hazards, they are expected to stop-work, leave the area, and notify the management or safety representative of their concern.

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### **Complaints and Concerns**

Employees may address safety-related concerns or suggestions to any of the following.

| <b>Person or agency</b>    | <b>Contact information</b>                             |
|----------------------------|--|
| Group Leader               | 667-6122   |
| Group ES&H representative  | 667-6122   |
| LANL Safety Concern System | <a href="http://www.lanl.gov/SCS">www.lanl.gov/SCS</a> |
| ES&H hotline               | 665-5010   |
| DOE area office            | 667-5105   |

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### **Emergencies**

In an emergency, personnel must follow the actions outlined in the Building Emergency Plan. Field personnel must follow the site-specific procedures.

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**Documentation**

All records of inspections, deficiencies, and correspondence must be maintained in the group office files or the management safety walk-around database.

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**Safety Meetings**

Safety issues must be integrated into group and team meetings as routine agenda items. Safety videos will be watched at group meetings. Safety tips will also be shared with group members.

## ATTACHMENT A

## WORKER ACKNOWLEDGEMENT FORM

The persons listed below indicate by their signature that they have read the Hazards Control Plan, have resolved any questions regarding its implementation with their supervisor, and will abide with its contents.

[illegible]

